

## **Guidelines and Procedures for Fiscal Year 2007 International Food Relief Partnership Transportation, Delivery and Distribution Applications**

The International Food Relief Partnership (IFRP) is a USAID program to support the production, stockpiling, transportation, delivery, and distribution of shelf-stable, prepackaged foods by U.S. non-profit and Public International Organizations. These guidelines and procedures apply to grant proposals for transportation, delivery and distribution of commodities.

In administering the IFRP program, USAID seeks to diversify the types of Title II food aid commodities available for programming and expand USAID's base of non-profit organizations capable of managing U.S. government-funded international food aid programs.

The commodities currently available for distribution are: Breedlove Dehydrated Foods' Harvest Pro Vegetable blend and Plain Harvest Lentil blend.

Awards under the IFRP program will be made and governed in accordance with these guidelines and procedures and Part 226 of Title 22 of the Code of Federal Regulations.

### **Eligibility Requirements**

To be eligible for a grant, an organization must be a U.S. non-profit organization (described in section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of the Internal Revenue Code of 1986) or a Public International Organization (PIO).

### **Proposal Timing**

IFRP grants will be awarded for a one-year performance period. There will be two application cycles during Fiscal Year 2007. Completed applications must be received by Food for Peace, per instructions below, no later than 5:00 p.m. (EDT) on March 1, 2007 for the first application cycle, and June 1, 2007 for the second application cycle. Applications received prior to March 1, 2007 will be reviewed in the first cycle. Applications received between March 2, 2007 and 5:00 p.m. (EDT) on June 1, 2007 will be reviewed in the second cycle. Late and/or incomplete applications will not be accepted.

Proposals will be reviewed, and applicants notified of award decisions within sixty (60) days of the application deadline. Applications that are not successful in receiving awards during the first cycle will be held for consideration in the second cycle.

These procedures apply to both new applicants and current grantees seeking consecutive years of funding.

USAID welcomes new partners for the IFRP program and encourages relevant U.S. nonprofit organizations and PIOs that have not received previous USAID funding to apply.

## Submission Procedures

Applicants are requested to submit one (1) unbound copy of their submission to USAID's Office of Food for Peace via AMEX International Attn: 2007 IFRP Applications, 1300 Pennsylvania Avenue, N.W., Suite 200, Washington, DC 20004 and one (1) electronic copy of their submission to FFP at [IFRP@amexdc.com](mailto:IFRP@amexdc.com). USAID will confirm receipt of proposals within two days of their arrival. USAID will forward a copy of the proposal to the USAID Mission or Diplomatic Post in the proposed country of operation.

## Application Documentation

Applications must include the following: 1) cover letter, 2) proof of eligibility per requirements listed above, 3) proposal, including the detailed and summary budgets and budget narrative (*in 12-point font, not to exceed 10 pages in length*), 4) documentation supporting proposed indirect cost rate, if applicable (*see Budget section below for more details*), and 5) certifications regarding terrorism and lobbying.

## Proposal Format

Due to the high volume of applications anticipated, Food for Peace recommends that applicants use the following suggested format in order to facilitate the review process. Regardless of format used, applications should provide the information specified under each section below.

### **I. Executive Summary**

Provide a brief summary of the nature of the food security situation and the proposed intervention.

### **II. Organization Description**

Provide a brief description of the organization and any/all local partner organizations. Include a brief history of the organizations' activities in the proposed country of operation and any previous experience with the distribution of food aid commodities in the proposed country of operation, and/or elsewhere. Please identify any other donor organizations which have previously supported or currently support the organization.

### **III. Situation Analysis**

Present a concise description of the food security situation in the country as well as the proposed areas of operation. Provide an explanation of why those areas have been selected and a brief description of the proposed beneficiaries. Provide the number of beneficiaries to be targeted, and an explanation of targeting criteria used to select them. Include any relevant statistics or assessment data (from the applicant and/or other organizations), which exemplify the need for the proposed intervention.

#### **IV. Program Objectives and Strategy**

Provide the overall goals and objectives of the program. Briefly describe the activities to be implemented for each objective. Discuss how an IFRP grant would contribute to addressing the problem of food insecurity presented in the situation analysis, and how the IFRP activities enhance or are integrated into the organization's ongoing program. Discuss the likely impacts of the food assistance on beneficiary well being, including health and diet, and any other likely development impacts (e.g., increased school attendance). Include a monitoring plan that outlines how the organization will track progress against its objectives, a reporting/monitoring schedule, and any plans for an internal or external evaluation of the program.

#### **V. Implementation Plan**

Provide a concise explanation of how program activities will be implemented. Outline logistical arrangements pertaining to accessing, loading, shipping, storing and distributing commodities. Provide a delivery and distribution schedule and a list of proposed distribution sites. Provide commodity selection, and explain why the selected commodity is suitable (e.g., in terms of local diet, nutritional content, cultural preferences, etc.) for the proposed target population. Describe ration size per beneficiary, and proposed distribution procedures. Include any relevant information pertaining to coordination with the host government, other organizations, or other program activities that complement the use of IFRP commodities.

#### **VI. Budget and Budget Narrative**

Provide a detailed budget, including a breakdown of costs within the following line item categories (headquarters and field personnel; transport, storage, and handling; local travel; other direct costs; and indirect costs, if applicable – see below), funding sources for each cost (e.g., IFRP grant, host government contributions, organization's private contributions), total amount and description of any non-federal cost-share, and documentation substantiating proposed indirect cost rate if application contains indirect costs. (Note: *Applications may only include indirect costs if an organization has an established Negotiated Indirect Cost Rate Agreement (NICRA), or, for organizations without a NICRA, documentation supporting a proposed rate is also provided*). Provide a summary budget containing a summary of the estimated line item categories from the detailed budget. Include a budget narrative that briefly explains each line item. Include a calculation of any non-federal contributions to the program, either in-cash or in-kind.

#### Additional Guidance

*Late or incomplete applications will not be considered.*

All proposed grant goals, objectives, and activities must be achievable within 12 months.

Each proposal may request a maximum of 75 metric tons (MT) of commodities (currently valued at approximately \$173,000) and up to \$100,000 of funding. (Note: *Funding is available for costs*

*directly associated with the movement, management and monitoring of IFRP commodities. Funding will not be considered for the following costs: vehicle purchase, project materials, tools and office equipment.)*

To permit flexibility to respond to emergencies, grants will contain a provision allowing grantees to divert 25% of commodities to respond to sudden onset disasters in the country for which IFRP funds were provided, without the requirement of a formal grant modification. Grantees must notify USAID in advance of any diversion of commodities for sudden onset disasters. Although grantees do not have to obtain USAID approval to divert commodities, grantees may not divert commodities if informed by USAID that such diversion is inconsistent with requests from the host government or the U.S. Embassy.

Grant modifications, after award, for deviations from program and/or budget plans, such as to address sudden onset emergencies that require the diversion of more than 25% of commodities will follow procedures set forth in Code of Federal Regulations Title 22, Part 226 section 226.25, “Revision of budget and program plans.”

In order to maximize the diversity of partners, and subject to the number of proposals received and the availability of funding, USAID reserves the right to limit the number of grants made to any one organization in a fiscal year funding cycle. Organizations may not apply for multiple awards within a single country.

While applicants are not required to include counterpart funding toward the transportation and distribution of commodities, applications that include cash and/or in-kind contributions from non-U.S. government sources will be given preference, as this demonstrates a strong commitment to the planned activities and extends the benefits of U.S. government funding.

### Review Procedures

All proposals will be reviewed by a committee and scored 1-100 using the following criteria and possible points per criteria:

1. **Organization Description:** *Capacity of the organization(s) to undertake activities in the proposal*, assessed by a clear description of the organizations’ qualifications and experience, demonstrated knowledge of the country and proposed area(s) of implementation, and demonstrated experience undertaking activities of comparable complexity. (10 points)
2. **Situation Analysis:** *Justification of need in the proposed country/areas of operation*, assessed by a clear description of the nature of food insecurity in the implementation areas and among target populations, including effective use of relevant statistics and assessment data. (20 points)

3. **Program Objectives and Strategy:** *Technical merit of the proposal*, assessed by the inclusion of a thorough description of program goals, objectives and activities, a concise plan for tracking progress against objectives, reporting and evaluating program impact, and a clear, realistic explanation of any impact of the IFRP grant on beneficiaries, beyond feeding activities (e.g., increased school attendance or clinic visits). (35 points)
4. **Implementation Plan:** *Quality of program planning*, assessed by a clear, concise description of how activities will be carried out, realistic timeframe for delivery and distribution of commodities, relevant coordination issues, and evidence of thorough review of the suitability of the commodity in the proposed country/area of implementation. (25 points)
5. **Budget:** *Quality of financial planning*, as assessed by the inclusion of detailed and summary budgets with correct calculations, the inclusion of allowed costs only, clear description of line items in the budget narrative, and organizational commitment to the program as evidenced by the inclusion or integration of non-federal resources. (10 points)

#### Notification and Award Requirements

Proposals will be reviewed and applicants notified of award decisions within sixty (60) days of the application deadline. After notification of a potentially successful application, but prior to signing an award, successful applicants will be required to submit:

- A statement by the applicant assuring that the commodities can be imported duty-free, along with any information and associated documentation that supports the statement. Such documentation can include, but is not limited to, written certification by the USAID Mission or Diplomatic Post, or a Host Country Food for Peace Agreement.
- Branding Strategy and Marking Plan
- DUNS Number (Note: Applicants are encouraged to apply for a DUNS number well in advance of the application period because it may take three weeks or more to obtain the number online.)

#### Program Completion

All proposed grant goals, objectives, and activities must be achievable within 12 months. Grantees must submit a final report within ninety (90) days of the agreement expiration date summarizing how and why the goals and objectives were met, or, if the overall goals and benchmarks were not met, an explanation of why not. The final report should focus on results achieved and should be substantiated with quantitative data as appropriate. Final reports should be submitted in electronic format to FFP at [IFRP@amexdc.com](mailto:IFRP@amexdc.com). If electronic format is not

possible, an unbound hard copy may be submitted to AMEX International Attn: 2007 IFRP Final Reports, 1300 Pennsylvania Avenue, N.W., Suite 200, Washington, DC 20004.

#### Additional Information

Breedlove Dehydrated Foods product specifications are available at:

<http://www.breedlove.org/products.htm>

Information on malnutrition (stunting) rates can be found at:

<http://www.phnlp.com/dolphn>

Information on certifications regarding lobbying can be found at:

<http://www.usaid.gov/forms/sfllin.pdf>

Information on certifications regarding terrorism can be found at:

[http://www.usaid.gov/business/business\\_opportunities/cib/pdf/aapd04\\_14.pdf](http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd04_14.pdf)

Information about how to obtain a DUNS number can be found at:

[www.dnb.com/US/duns\\_update/index.html](http://www.dnb.com/US/duns_update/index.html)

Requirements pertaining to Branding and Marking can be found at:

[http://www.usaid.gov/our\\_work/humanitarian\\_assistance/ffp/branding\\_annex\\_f.pdf](http://www.usaid.gov/our_work/humanitarian_assistance/ffp/branding_annex_f.pdf)

Information pertaining to a Host Country Food for Peace Agreement can be found at:

[http://www.usaid.gov/our\\_work/humanitarian\\_assistance/ffp/reg11p.htm#211.3](http://www.usaid.gov/our_work/humanitarian_assistance/ffp/reg11p.htm#211.3)

Regulation 11, which governs P.L. 480 Title II, can be found at:

[http://www.usaid.gov/our\\_work/humanitarian\\_assistance/ffp/reg11p.htm](http://www.usaid.gov/our_work/humanitarian_assistance/ffp/reg11p.htm)

U.S. regulations governing the administration of assistance award to U.S. Non-governmental organizations can be found at:

<http://www.washingtonwatchdog.org/documents/cfr/title22/part226.html>

Humanitarian charter and minimum standards in disaster response can be found at:

<http://www.sphereproject.org/>